



STATE OF NEVADA
OFFICE OF THE ATTORNEY GENERAL

100 North Carson Street
Carson City, Nevada 89701-4717

CATHERINE CORTEZ MASTO
Attorney General

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Assistant Attorney General

Gregory M. Smith
Chief of Staff

Position Announcement

**Bureau of Litigation
Division of Public Safety**

POSITION TITLE: Deputy Attorney General

DUTY STATION: Carson City or Las Vegas, Nevada

APPROX. SALARY: \$71,639.28 - \$95,650.00 (Employee/Employer)
\$63,468.10 - \$84,740.00 (Employer Paid)

POSITION STATUS: Exempt (FLSA); serves at the will of the Attorney General; employment is contingent upon completion of NCIC/NCJIS, and a fingerprint criminal history check.

POSITION SUMMARY: This position will serve as a Deputy Attorney General in the Public Safety Division of the Litigation Bureau of the Attorney General's Carson City or Las Vegas, Nevada office. This position is under the direct supervision of the Chief Deputy Attorney General of the Public Safety Division. It involves handling the defense of lawsuits against the State of Nevada, including State officials, agencies, and employees, with primary responsibility to provide representation in inmate civil rights lawsuits and day-to-day legal advice to the Nevada Department of Corrections. This position may also include providing legal services, representation, and advice to the Department of Motor Vehicles, the Department of Public Safety, and other agencies, boards, commissions, officials and employees. This position requires the carrying of an active, substantial litigation case load plus other duties and responsibilities that may be assigned regarding providing legal advice and representation to the State of Nevada.

POSITION CHARACTERISTICS: This is primarily a litigation position. The Deputy Attorney General selected for this position will have the responsibility for representing and defending the State, its agencies, officials and employees in connection with lawsuits filed against them. A significant amount of the workload will involve representation of the Nevada Department of Corrections and its officials and employees, in inmate civil rights litigation instituted in federal and state courts in

Nevada. This position may also require providing defense representation for other agencies, officials and employees of the State as needed. Candidates will be expected to already have, or be interested and reasonably capable of developing, a high degree of litigation skill and expertise. Candidates must possess self-motivation and strong organizational characteristics. The person chosen for this position will have superior legal research, writing, and advocacy skills, fully-developed public speaking ability, and knowledge of State and federal court procedures. Candidates must have excellent communication, time management, and interpersonal skills. The candidate selected for this position will be working in a team-orientated environment in which attorneys and support staff work in concert to best represent the State of Nevada.

EXAMPLES OF DUTIES: This position is responsible for maintaining an active litigation caseload. Incumbents will be required to be team players capable of cooperating together with other deputies in the Division in the handling of cases and conduct of defense litigation. Typically, duties will involve evaluating cases, determining applicable claims and defenses, preparing responsive pleadings, preparing motions including dispositive motions, preparing responses to motions, engaging in written and oral discovery and handling discovery disputes, attending hearings, interviewing witnesses, taking depositions, conducting research, preparing jury instructions, and taking cases to trial.

Overnight travel is required in connection with discovery, hearings, trial preparation, and trials outside the Carson City/Reno/Las Vegas locale.

QUALIFICATIONS

KNOWLEDGE REQUIRED: This position requires knowledge of substantive federal and State law pertaining to prisoners' rights, the rules of civil procedures for the federal and State courts in Nevada, the process for litigating civil rights claims in the federal and State courts in Nevada, and the federal and State rules of evidence. This position also requires knowledge of computer word processing applications, particularly as related to the performance of legal research and writing and use of Westlaw, and Word applications relating to the composition and preparation of documents, correspondence and court papers. This position further requires knowledge of the rules of professional responsibility and canons of ethics applicable to the practice of law.

SKILLS REQUIRED: Superior litigation skills are desired. Candidates must possess effective legal writing and oral communication skills. Candidates must be capable of developing effective trial advocacy skills relating to the presentation of legal and evidentiary matters. Candidates must be interested in and capable of developing superior analytical ability regarding complex legal issues relating to Constitutional Law, federal and state statutory claims, and common law claims. Required skills also include planning, assignment and review of work of the case load assigned to this position. Candidates must be capable of working as a team on assigned cases. . Candidates must be highly professional, well-organized, self-motivated, punctual and prompt, and possess leadership qualities and characteristics. Candidates will be expected to contribute effectively to the accomplishments of the goals, objectives, and activities of the Office.

PHYSICAL DEMANDS: This position requires mobility to work in a typical office setting and use of standard office equipment; working knowledge of Westlaw and Word; typing

and independent document production; and ability to travel to client offices, facilities, institutions, and the federal and State courts, in various parts of the State. This position also requires vision capable of reading extensive printed materials and material on a standard size computer screen; and hearing and speech to communicate in person and over the telephone. Candidates must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Accommodation may be made for some physical demands for otherwise qualified individuals who require and request such accommodation.

EDUCATION AND EXPERIENCE: Candidates must be admitted to the Bar of the State of Nevada, and must also be eligible to practice law before all courts (both federal and State), in the State of Nevada, as well as the United States Court of Appeals for the Ninth Circuit.

This announcement lists some of the major duties and requirements of the positions, but is not all-inclusive of the duties and requirements of the positions. The incumbents may be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.

Interested candidates should e-mail, fax, or hand-deliver his or her cover letter and resume no later than close of business on Friday, March 28, 2014 to:

**Joe Reynolds, Chief Deputy Attorney General
c/o Kat Howe, Supervising Legal Secretary
Bureau of Litigation, Public Safety Division
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